

Department of Social and Health Services
Olympia, Washington

ELIGIBILITY A-Z MANUAL REVISION

Revision #	513
Category / Section	Change of Circumstances A. – Reporting Requirements
Issued	July 17, 2006
Revision Author	John Camp
Division	Division of Employment and Assistance Programs
Mail Stop	45470
Phone	(360) 725-4616
Email	Campjx@dshs.wa.gov

REMOVE	INSERT
Change of Circumstances A. – Reporting Requirements.	Change of Circumstances A. – Reporting Requirements.

Entire Section

Entire Section

Summary

WAC 388-418-0005

No changes made to WAC 388-418-0005.

CLARIFYING INFORMATION

Updated text for clarity

WAC 388-418-0007

- Updated text for clarity.
- Modified reference name of six month report to reflect new name “Mid-certification review”.

**CLARIFYING INFORMATION /
WORKER RESPONSIBILITIES**

Updated clarifying information, worker responsibilities, and examples for clarity.

WAC 388-418-0011

- Updated rule to reflect new name of “mid-certification review” or MCR.
- Added information on when clients will receive a mid-certification review when they receive benefits from more than one program that requires a mid-certification review.
- Added that completing the application process for another program with the same head of household meets the requirements to complete a mid-certification review.
- Clarified that failing to verify circumstances results in the household not receiving the increase in benefits. It does not result in termination for an incomplete MCR.

CLARIFYING INFORMATION

Added information to describe when the system will match mid-certification reviews:

- **If all AUs that require a mid-certification review have a matching 12-month certification:** ACES generates the review form the day after the monthly issuance in month five of the certification/review period. The AU must complete the review in month six.

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- **Beginning months *do not match* – When ACES synchronizes MCRs and end dates:** If we approve cash, family medical, or Basic Food in different months, **and** matching the cash or medical end dates to the end date for Basic Food would give cash or medical a review period of **at least six months**, ACES matches the cash / medical review the certification for Basic Food.
 - ACES sends a single mid-certification review to be completed by the 10th day of month six for the Basic Food assistance unit.
 - We use this single review to determine ongoing eligibility for **all programs** that require a mid-certification review.
- **Beginning months *do not match* – When matching reviews would create a review / certification period of less than 6 months:** If matching the cash or medical review period to the end of the Basic Food certification would give cash or medical a review period of **less than six months**, the system **will not match** the review period end date to match the end of the certification period for Basic Food:
 - The cash / Family Medical will have the standard certification or review period and will receive a separate mid-certification review.
 - Certification / review periods will be matched up if the user initiates a review for the Basic Food AU.

Added information about when processing a related application will make the system consider the MCR completed:

- If we process the application in the month the system is set to send the MCR *before we mail the MCR*, we do not send a mid-certification review.
- If we process the application *after* we sent the MCR, but before the review is due, the system considers the MCR completed.
- If we approve an application on a related AU ***after deadline*** for the month a mid-certification review is due, *the benefits covered in the MCR will still close*. Even though processing the application meets MCR requirement, we must reinstate the benefits that closed for no mid-certification review.

Added information about processing a mid-certification review when someone does not verify a change that would *increase benefits*:

- If someone reports an increase in expenses on their MCR, but does not give the necessary proof of the expense, we continue to allow the previously verified expense.
- *Treat the mid-certification review as complete*, and add text to the letter informing the person that to give proof of the change if they want it to be counted for their benefits.

WORKER RESPONSIBILITIES

Updated text for clarity.

Policy Clarifications The following policy clarifications are rescinded with publication of this revision: #1287, 1581, 1629, 1700, 1736, 1796, 1886, 1903, 1928, 1938, 1948, 1987, and 2006.

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